

CROOK COUNTY LIBRARY BOARD MEETING

August 7, 2014

Moorcroft, WY

The Crook County Library Board met on Thursday, August 7, 2014 at the Moorcroft Branch Library. Board members present were Maylee Baron-Kanode, Tami Baron, Peggy Warner and Marge Myers. Jill Mackey, County Librarian, Pam Jespersen, Moorcroft Branch Librarian, and Roger Connett, candidate for County Commissioner, were also present. Hanna Ista was excused from attending the meeting due to personal reasons.

The meeting was called to order at 1:04 p.m. by Maylee Baron-Kanode, Chairperson, and began with the Pledge of Allegiance. Tami made the motion to approve the agenda with the following additions to: Old Business 1) Guidelines, and 2) On-going training for Nancy Bowles; and under New Business 1) Sign the signature card for the bank, 2) New passwords for the bank online account, 3) Evaluations and goals, 4) Job descriptions, and 5) Board picture; seconded by Marge; motion carried and approved.

Jill introduced Peggy Warner as the board's newest member having been appointed in June 2014 by the County Commissioners. Roger Connett introduced himself as one of the candidates running for one of the seats for County Commissioners and expressed his interest in visiting the various boards of the county.

There was no correspondence at this time.

The minutes of the July 2, 2014 meeting were reviewed. Tami moved to accept the minutes as presented, seconded by Peggy; motion carried.

The checklist of expenditures for August 7, 2014 were reviewed. Tami indicated she had reviewed all the bills and found no discrepancies at this time. Marge moved to accept the checklist as presented and to pay the bills; seconded by Peggy; motion carried. Tami pointed out the new vouchers had been utilized and noted there is a place for other members of the board to initial if they wish to review the bills.

The treasurer's report was reviewed. It was noted that 3.37% of the funding has been expended of the libraries county budget. Total operating funds stands at \$360,926.56 and includes the \$145,000 bequeathed by the Lander Family. No money was used out of the reserve account to pay bills. Marge made the motion to accept the treasurers report as presented, seconded by Peggy; motion carried.

Jill reviewed the county revenue report with the board.

Library Reports

Moorcroft

- Nancy hosted one book club in June and two in July. She has about 8 ladies participating. They were reading "The Lock Artist" by Steve Hamilton in June. She has ordered book kits for the next several months.

- They had a good turnout for the Lego Guy who came in June. Tanya made cookies that looked like Legos (frosted graham crackers and M&M's).
- Story hour had 60 in June with 38 participating in crafts and 80 kids in the summer reading program. In July, Tanya had 94 kids signed up for the summer reading program. Fifty kids and adults attended the picnic. For every 15 minutes they read, they were able to pick a prize out of the treasure box.
- The Museum and the Library hosted Rocky Courchaine with the "Murder and Mayhem" program on June 11th. There were 65 people in attendance.
- The employees are implementing the History computer program for the patrons on the library computers. This program allows individuals to be able to see what books they have checked out.
- The Moorcroft Library won "most humorous" float in the parade. They had a large book worm and some very large books on the float.
- Tanya hosted a movie night on a Friday night and only had one individual participate. She hopes to host another in September.
- Health wise: Nancy is done with chemo and is doing well. Tanya is at Mayo's hoping to get a clean bill of health.
- Cindy does a great job with the kids and helps wherever she can.
- July's feature is books from Tartan. These are leased books and Moorcroft Library is buying them for \$3.50.
- The employees have been weeding out the books and trying to make room for others.

Hulett Library

- The book discussion group met on July 14th with 7 people present. They discussed the book "River of Heaven" by Lee Martin.
- They picked out a different Craig Johnson book to read since he was doing a program in Hulett. Craig Johnson visited the library on Sunday afternoon, August 3, 2014 with about 40 individuals in attendance.

Sundance Library

- The quilt display will be dismantled the week of August 4-8.
- The handicapped push buttons have been installed on the front doors. Parts are on order for the leaks in the heating system and for the pipe over the water heater.

- Kyle Gillette has not contacted the library regarding any proposed changes.
- The staff has been busy sorting books for the annual book sale to be held in October. They have received several book donations during the year.
- The Craig Johnson program and Veteran's recognition at the fairgrounds was well attended.
- The employees had a float in the parade with the veterans and board member Maylee and her daughter riding on it.
- The library is looking for two (2) volunteers to take on a long-term research and database project.
- The book discussion groups, outreach reading programs and the humanities programs will resume in September. Jack Rossiter will be coming in September to do another humanities program for the community.

County Library

- Jill has been working on the county board report for the state audit department and preparing for the county audit next week.
- Jill has been in contact with the vendor for the new microfilm reader/ printer as she has received the grant monies from the Wyoming Community Foundation. Tami inquired if the scanner was included in this purchase and Jill will check.
- The summer cemetery walks were held in Alva and the Green Mountain Cemetery in July. The Miller Creek Cemetery walk is scheduled for August 22nd.
- The foundation's chuckwagon event went well. There were about 50 people in attendance. Appreciation was expressed to the Hadley family for hosting the event on their ranch. The Foundation is looking for two (2) new board members and plan to hire an accountant to complete their tax forms.
- There will be a county-wide staff meeting on September 8th.
- The Wyoming Library Association Conference is scheduled to be in Casper on Sept 24-26. Jill will review the list of workshops to see if there are any that will be beneficial to the board members.
- The WYLD Leadership meeting will be in Lander on October 8th-10th.

Foundation Liaison: Jill covered their meeting activities in her report.

Board Members: There was nothing to report at this time.

Old Business:

Jill reported a letter from the Lander Family attorney had been received. It was noted there will be additional monies coming over and above the \$145,000 already received. The letter advised the Library Board that a 706 Estate Tax return had been filed and the additional monies should not be distributed until the board receives a close-out letter from the Internal Revenue indicating the tax return has been accepted. It was also noted there will be a representative from the Wyoming Community Foundation at the next library board meeting on September 4th, 2014.

Tami advised the board County Attorney Joe Baron will not be able to review the library policies until the end of August 2014. The new policies establish that the library board will set guidelines regarding the hours each library will be open and set the amounts due for any fines and/or fees for the course of the fiscal year. The library board will not be able to establish these guidelines until the policies have been reviewed and approved by the board.

Discussion on moving forward with the strategic planning project was held. Tami will try to obtain some meeting dates from Hannah Swanbom for October or November.

Discussion was held on the proposed library web page. Discussion was held regarding the idea that the Crook County Library System will need to come up with a logo for a website. Jill learned the school system uses the Weebly.com website. Discussion was tabled until more information can be obtained.

Jill had the revised independent contractor's contracts for Dee Williamson and the Whispering Pines available for signatures. Tami, having reviewed the revised contracts, made the motion to approve the signing of them, seconded by Peggy; motion carried. Jill advised the board she hadn't received any contracts from the snow removal contractor's as of yet.

The board members reviewed the lease agreement for the Hulett Library at the Greater Hulett Community Center and discussed the need for more electrical outlets. Jill will meet with the GHCC board to discuss if the building would be able to handle additional electrical outlets if the library board pursued having them installed.

The board inquired as to how the training was going for Nancy Bowles. It was felt that Jill's weekly travels to each of the libraries plus the employees being able to talk amongst themselves and offer assistance to each other at staff meetings have proved to be very helpful. It was suggested the employee's discuss what they feel each of their jobs entail at the next staff meeting and provide the information to the board as a means of helping to update the employee's job descriptions.

New Business:

Tami researched the need for the board to reauthorize direct deposits of paychecks on a yearly basis after new board members are appointed. The matter was tabled until Tami can talk with the county auditor regarding the situation.

A new password was given to each board member for the purpose of reviewing the library bank account online. This is a view only account.

Each board member signed a new signature card for the Sundance State Bank.

The board members reviewed their yearly calendar and noted the annual board retreat for board training is set for Saturday, October 4th in Moorcroft. The regular monthly board meeting will be held on the same day at 8:30 a.m. with the board training to follow.

Executive Session:

Tami made the motion for the board members and Jill, County Librarian, to enter into executive session at 3:09 p.m., seconded by Marge; motion carried.

Executive session ended at 4:08 p.m.

Regular Meeting Back in Session:

Having left executive session, the board entered back into regular session.

The board discussed the need to fill the 19 hour/week library position at the Moorcroft branch library. Tami made the motion for Jill to open the position within the Crook County Library System beginning August 11th to August 15th; after which to advertise the position in the three Crook County newspapers and on the Crook County and State Library websites until August 22, 2014 at which time the opening will close and interviews will be done the last week of August; seconded by Marge; motion carried.

Tami moved to allow Nancy Aars to take 30 working days off for health reasons; and after utilizing all of her sick and vacation leave days to utilize donated sick leave; seconded by Marge; motion carried.

Tami moved to hire Lacey Stevens for the janitorial position at the Hulett Branch Library, seconded by Peggy; motion carried.

The next regular board meeting will be **September 4, 2014 at 1:00 p.m. in Sundance.**

Adjournment: There being no further business at this time Tami made the motion to adjourn the board meeting at 4:16 p.m.; seconded by Peggy; motion carried.

Respectfully submitted by Marge Myers, Secretary
